

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

Resolution No. 2009-102

WHEREAS, the County Commissioners of Charles County (the "County") have created the Tourism Advisory Board of Charles County to work with the Economic Development and Tourism Department of Charles County Government; and

WHEREAS, the purpose and duties of the Tourism Advisory Board are, in part: to advocate for the tourism efforts of Charles County; to advise the Tourism Office on local issues, data, trends, and concerns; to provide input into the annual Tourism Plan for Charles County; to support tourism efforts in Charles County via involvement in Statewide and Regional tourism associations and industry groups; and to increase revenues to Charles County and businesses to enhance the County's quality of life; and

WHEREAS, the County Commissioners have approved Bylaws to govern the Tourism Advisory Board, which are attached to and made a part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED this 10th day of December, 2009 by the County Commissioners of Charles County, Maryland, that the Tourism Advisory Board is hereby created and authorized and empowered to operate in accordance with the attached Bylaws.

COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND

A handwritten signature in dark ink, appearing to read "Wayne Cooper", written in a cursive style.

Wayne Cooper, President



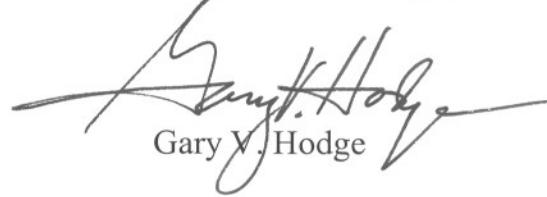
Edith J. Patterson, Ed.D., Vice President



Reuben B. Collins, II



Samuel N. Graves, Jr.



Gary V. Hodge

ATTEST:



Denise Ferguson, Clerk

BYLAWS OF THE TOURISM ADVISORY BOARD

ARTICLE I – NAME

The Tourism Advisory Board of Charles County (TAB or Advisory Board) is an advisory body created by the Charles County Board of County Commissioners to work with the Economic Development and Tourism Department of Charles County Government.

ARTICLE II – PURPOSE AND DUTIES

Section I

The Charles County Commissioners' creation of a Tourism Advisory Board is to pursue the following purposes and duties:

- 1.) Advocate for the tourism efforts of Charles County;
- 2.) Advise the Tourism Office on local issues ,data, trends, and concerns;
- 3.) Provide input into the annual Tourism Plan for Charles County; and,
- 4.) Support tourism efforts in Charles County via involvement in Statewide and Regional tourism associations and industry groups.
- 5.) Increase revenues to Charles County and businesses and enhance the County's quality of life.

Section 2

The Tourism Advisory Board has the following duties and functions (specifically, by way of example and not in limitation):

- (1) To advise the Director of Economic Development and Tourism as to the local application of tourism policies and procedures;
- (2) To be well informed on Economic Development and Tourism Department activities;
- (3) To communicate to the residents of Charles County, broad and comprehensive information as to the objectives, policies, programs, and problems of Tourism activities.
- (4) To provide periodic input on the activities of the Department's Tourism's programs to the Department of Economic Development and Tourism;
- (5) To review with the Department Director the annual report of the Tourism Program as to the activities, which will include any changes in policies or procedures recommended by the Advisory Board, which Director of Economic Development and Tourism will transmit to the Charles County Board of Commissioners;
- (6) To review and make suitable recommendations in connection with the annual estimate of funds needed for tourism in Charles County prior to the submission of the budget to the Department of Fiscal and Administrative Services;
- (7) To review with the Director any proposed new major program/event that might be instituted and to make recommendations regarding the new program/event
- (8) To meet with the County Commissioners periodically, as may be requested by the Commissioners, Advisory Board, or Director of Economic Development and Tourism;
- (9) To establish and maintain effective liaison with the respective hospitality establishments;
- (10) To serve as an advocate, in conjunction with the Tourism Office, for tourism services/events on the local, State and federal level;

- (11) To assist in identifying private, State and federal grant sources for tourism efforts;
- (12) To develop and implement, in conjunction with the Department, an educational public relations program for the public and elected officials on the local, State, and federal level;
- (13.) The Advisory Board shall have no authority to direct County staff;
- (14). The Advisory Board shall have no authority to hire its own employees.

ARTICLE III – LOCAL BOARD MEMBERSHIP

Section 1 – Composition, salaries and expenses

The Local Board shall be composed of seven (7) members. The members shall receive no salary, or other compensation for their services.

- 1.) One representative of the hotel-motel industry
- 2.) One representative of the attractions industry (historic, sports, arts)
- 3.) One representative of the restaurant industry
- 4.) One representative from the CSM travel industry program
- 5.) One representative from outdoor recreation (parks, marinas, campgrounds)
- 6.) At Large
- 7.) At Large

Section 2 – Ex officio member

- 1.) Communications Office (Charles County) or representative
- 2.) Parks and Recreation Chief (Charles County) or representative
- 3.) Tourism Chief (Charles County)

Section 3 – Appointment and terms of members and vacancies

(a) The members of the Tourism Advisory Board shall be appointed by the Charles County Commissioners. The County Commissioners shall seek out and appoint persons with a high degree of interest, capacity and objectivity, and who in the aggregate give a county wide representative character to the Board.

(b) Members of the Tourism Advisory Board shall be appointed for two year terms, to expire on June 30 of the respective year of expiration, or until their successors are appointed. Initial appointees to the Advisory Board shall be assigned staggered terms. Upon the expiration of two consecutive full terms the appointee shall be ineligible for one year thereafter, for reappointment. A vacancy occurring for any reason during a term shall be filled by appointment for the remainder of the unexpired term. New members filling an un-expired term shall be eligible for two full two year terms, without interruption.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1 – Officers

The following officers of the Tourism Advisory Board shall be elected by the membership of the Board from among the membership of the Board: (1) Chair; (2) Vice Chair; and (3) Secretary whose duties shall reflect common usage of Roberts Rules of Order.

Section 2 – Elections

Elections of officers shall be held annually at the July meeting of the Tourism Advisory Board. The term of each office shall be one year, commencing immediately upon election. Nominations will be made from the floor.

ARTICLE V – COMMITTEES

Section 1– Special Committees

The Chair may from time to time, with the consent of the Board, recommend the establishment of special committees, including ad hoc committees, to study subjects of particular concern to the Board and to report their findings and recommendations to the Board. No special committee responsible to the Board shall be organized without the expressed consent of the Advisory Board. Special Committee chairs must be appointed from among the members of the Advisory Board. Special Committees shall consist of no fewer than two (2) Board members and may include non-board members.

Section 2: General membership Standing Committee

There shall be a standing committee open to all businesses and individuals in the tourism, hospitality industries which shall meet at least annually to review the Tourism program of the County and to provide support and advocacy for the County's tourism activities.

ARTICLE VI – MEETINGS OF THE ADVISORY BOARD

Section 1 – Time and Place

Regular meetings of the Board shall be held at least four (4) times per year at the Office of Tourism in La Plata or at a time and place as determined by majority vote of the Board. Special meetings of the Board may be called by the Board Chair or 50% of Board members provided that written or electronic notice to all members has been given five days in advance. Meetings of standing committees and special committees will be scheduled and convened at the discretion of the appropriate committee chair.

Section 2 – Quorum

Fifty percent of the current lay membership of the Board shall be required to constitute a quorum.

Section 3 – Votes

In making any recommendation, adopting any plan, or approving any proposal, or position, action shall be taken by a majority vote of all members present. All votes of the Board shall be made a matter of public record and shall be reflected in the minutes.

Section 4 – Minutes

Minutes of all regular or special sessions of the Board shall be recorded and maintained in the Department of Economic Development and Tourism as a permanent record of Board activity.

Section 5 – Public Information and Open Meetings

The exercise of the powers of the Board shall be in compliance with all relevant provisions of the Maryland Public Information Act, State Government Article § 10-611 *et. seq.*, and the Open Meetings Law, State Government Article § 10-501 *et. seq.* All Board meetings shall be open to the public. The Board has the right to close the public meeting for an executive session to discuss certain personnel issues, confidential business proprietary matters, and for other purposes as permitted by the Open Meetings Law.

Section 6 – Attendance at Meetings

Policies of the Board regarding attendance by members at regularly scheduled Board meetings shall be in compliance with relevant provisions of the Maryland Law and the County Commissioners' attendance policy found in Resolution

Section 96-45. Any member of the Board who shall fail to attend more than 50% of its meetings during any period of twelve (12) consecutive months may be considered to have resigned. The Chair shall, at his or her discretion, declare that a vacancy exists and

proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in Article III, Section 3 of these Bylaws.

ARTICLE VII – AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the Board at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled Advisory Board meeting. Approval by a majority of the members of the Advisory Board shall be required to recommend any proposed amendment of the Bylaws to the Board of County Commissioners. Modifications to the bylaws must be reviewed and approved by the Commissioners. The Board of County Commissioners has sole authority to approve modifications to the Advisory Council's bylaws.

ARTICLE VIII – STAFF

The Board shall have the benefit of the services of the professional support staff of the Office of Tourism.

ARTICLE X – SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provision here of the adopted Bylaws.

ARTICLE XI – EFFECTIVE DATE

These Bylaws become effective when adopted by the Board of Commissioners of Charles County.